

General KHRIS Questions

Q: What is KHRIS?

A: The Kentucky Human Resource Information System is a software system that will manage human resource data for the Commonwealth, such as payroll, benefits and personnel information. It will also provide employees and managers access to and control over their personal information in a secure online environment.

Q: Why don't we stick with the system we have?

A: The Commonwealth has the second oldest state government payroll system in the country! Implemented in 1982, the current system is based on older technology that has become very difficult to maintain and can no longer support the state's business needs. KHRIS will provide an industry standard solution that will integrate multiple human resource systems, eliminating maintenance for multiple systems.

Q: What benefits will I see?

A: The benefits are numerous! In KHRIS, an employee can update their personal information, adjust direct deposits, change tax withholding status, view and print pay statements, and enroll for benefits, to name a few. Most employees can request leave and overtime through Employee Self-Service. Finance and Administration, GAPS—Tri Cabinets, the Auditor of Public Accounts, Unified Prosecutorial System, Administrative Office of the Courts, the General Assembly, Corrections and the Fair Board will not be utilizing this function. This is due to the fact that these agencies will be interfacing their time from their timekeeping system into KHRIS.

Q: What's included in Phase I?

A: Phase I includes human resource functions like payroll, personnel administration, life and health benefits, time administration and basic Employee and Manager Self-Service capabilities. Time reporting will be done by individual timekeepers during Phase I. In Phase II, timekeeping will be phased in to Employee Self-Service.

Q: When is the "go-live" date?

A: The KHRIS team is on target with a delivery date of April 4, 2011 for Phase I.

Q: How secure will my personal information be?

A: KHRIS will follow rigorous industry standards for security and will meet the Commonwealth Office of Technology (COT) guidelines. We are also working closely with internal auditors at the Auditor of Public Accounts Office to ensure a secure working environment.

General KHRIS Questions

Q: How do I access KHRIS?

A: Follow these guidelines for accessing KHRIS:

Access is available April 4 for: Human Resource Generalists, Time Administrators, Timekeepers, and other secondary users, Personnel Cabinet users, managers & supervisors.

Access is available **April 15 for: Benefits-only** Insurance Coordinators and all other employees.

Access is available **July 1 for:** Benefits-only participants.

- Open Internet Explorer and type the **<https://KHRIS.ky.gov>** address.
- Click the “New User/Reset Password” link.
- New users will be asked to register by entering a user ID and creating a password.
- **Your user ID is the same as your employee ID**, located at the top of your check stub. You can also obtain this ID number by contacting your human resources administrator.
- Click the “Validate” button.
- For security purposes, the system will ask you a number of questions (including last name, date of birth, etc.). These will be asked each time you log on to the system.
- Once these questions are answered, a temporary password will be provided.
- Access the login link and enter this temporary password.
- Once you’re granted access to the system, you will be prompted to change your password.
- This process will apply for primary users of the system as well.

Q: Who can I call for help?

A: To assist in getting your questions resolved quickly, here are some options:

Time or pay questions: Contact your agency or department timekeeper.

ESS/MSS access questions: Contact your agency technology department. *Please keep in mind that employees will be provided access to the KHRIS Employee Self Service Center on April 15.*

ESS/MSS general questions: Contact your agency [ESS/MSS Trainer](#).

Life or health insurance questions: Contact your agency insurance coordinator or your human resources department.

System access issues: Contact your agency technology office.

Time & Pay Questions

Q: Am I going to have to enter my own time?

A: Most agencies will be utilizing a new timesheet and timekeepers will input the information into KHRIS for you. Check with your timekeeper or agency HRG. To help you become familiar with the layout of the new timesheet, tutorials are available. Click here for the [basic timesheet tutorial](#); here for the [enhanced tutorial](#). We will be using the new timesheet for the pay period beginning on March 16.

Q: Can I make an overtime or leave request through KHRIS?

A: This feature is available for many of our agencies through Employee Self-Service. Some agencies, however, are not utilizing this feature. Specifically, Finance and Administration, GAPS— Tri Cabinets, Auditor of Public Accounts, Unified Prosecutorial System, Administrative Office of the Courts, the General Assembly, Corrections and the Fair Board will not be utilizing this function. **Please check with your supervisor or human**

Q: How will Adverse Weather Leave work in KHRIS?

A: Time worked to make up Adverse Weather Leave (taken after KHRIS go-live) will be tracked electronically in KHRIS. If the time is not made up within the allotted 123 days of the occurrence, then the time will automatically be taken from the comp balance first, then annual balance or as a last resort from the employee's pay.

Q: My paycheck is more/less than it typically is. Why?

A: A number of factors could contribute. In KHRIS, deductions to pay will be calculated and processed consistently across all agencies to uniformly adhere to state and federal laws. Pre-tax deductions such as deferred compensation or flexible spending contributions will no longer be allowed first order of priority and will be included in the calculation of disposable income. Only taxes and retirement withholding amounts will be exempted from this calculation. This may mean that an employee's disposable wages would increase, thus increasing the amount available for garnishments or court ordered wage assignments. Some procedures for life insurance premiums and unpaid health insurance premiums have also changed. Check with your human resources department if you have questions. You can also check your scheduled deductions online through Employee Self-Service beginning April 15, 2011.

Q: My paystub looks different. Why?

A: Your pay stub and pay statement, which can be viewed online through Employee Self-Service, will have a different look beginning April 15. The new paystub will be more individualized, and will only show the information that's applicable to you. A [paystub tutorial](#) is also available to explain what the new KHRIS paystubs will look like.

Employee Self-Service (ESS)

Q: Can I change my direct deposit set-up in ESS?

A: KHRIS will allow you to change or enroll in direct deposit. Employees can elect to **not** receive printed pay stubs and choose to access/review their pay statement online. Changes are immediate and do not require a voided check. Validation of bank routing numbers are needed. Employees can maintain one main bank **and** multiple other banks, and can set up direct deposit to multiple checking and/or savings accounts.

Q: Can I see my leave balances and the value of leave through ESS?

A: Yes! Previously, a request had to be made for this information, now employees can see their leave balance and the monetary value of the leave balance through ESS and on the existing Time Statement. Two views are available, one with or without the monetary value.

Q: What other actions are available through ESS?

A: Employees can:

- Update your personal information, including address and phone
- Change or enroll in direct deposit
- Add an emergency contact
- Go green and choose to only receive electronic pay statements
- Request leave and overtime electronically (Not all agencies will be utilizing this tool. Check with your timekeeper or human resources office to see if this applies to you.)
- View and print your pay statements
- View your annual, sick and compensatory leave balances
- Change your tax withholding status
- View the gross monetary value of compensatory and annual leave balances
- View your current benefit elections; Enroll or change benefit elections during open enrollment

Q: Will my W-2 be available online?

A: W2's will not be available at this point through ESS. However, tax withholding statements are available through ESS rather than in a paper based format and employees will be able to make adjustments online.

Q: How can I learn more about Employee Self-Service?

A: An online e-learning course will walk you through the tools available through ESS and will be provided to employees in early April. In the meantime, a demonstration showing some of the actual screens and features is located on the main page of the KHRIS website.

Life & Health Insurance Benefits

Q: Why should I use the **Employee Self Service (ESS) Center**?

A: Through ESS you will have quicker access to, and the ability to change, your benefits information.

Features intended to cut down on paper forms and allow for quicker processing of information include:

- Viewing your current life and health benefit selections
- Maintaining dependent information and changing life insurance beneficiaries
- Enrolling in life and health benefits
- Printing a copy of proof of enrollment

Q: If I add a family member/dependent in the “Personal Information” section of ESS do I have to make the same change in the “Benefits Information” section to add them to my health insurance or show them as a beneficiary for life insurance?

A: No, however, to complete the process of adding a dependent for health insurance, you must also complete a Qualifying Event Form. Please see your human resources office.

Q: Will I see any changes in my life insurance coverage (or premium)?

A: If you participate in Optional Plan 3, which provides coverage equal to your salary or Optional Plan 4, which provides coverage equal to twice your salary, your insurance amounts and premiums will automatically adjust when you experience a salary change. Before KHRIS, when your salary changed, you had to make a specific form-based request in order to increase or decrease your life insurance coverage. Now, this increase or decrease will occur automatically.

Q: When can I make changes to my benefit elections?

A: You can only make changes to health and life benefits during open enrollment or if you experience a qualifying event. The link on ESS will only be available during open enrollment. For new hire enrollment, the link will only be available for a limited amount of time after an employee is hired.

Q: If I add a dependent to my health insurance (qualifying event), which results in an increase to my premium, when is that increase effective and when does the increased deduction start?

A: Contact your human resource generalist or insurance coordinator as far in advance of the qualifying event as practical to assure you understand the impact on your future deductions. In general, the coverage and the increase in premium will be effective on the first day of the month following the signature date on the qualifying event form. If the qualifying event is a birth, the effective date is the date of birth.